



## POSITION DESCRIPTION

**Job Title:** Part Time Building Engineer  
**Department:** Operations  
**Reports To:** Chief Building Engineering  
**FLSA Status:** Non-Exempt/Part- Time

### Position Summary

Under general supervision of the Engineering Manager, perform a variety of skilled and unskilled activities involved in the operation and maintenance of the facility's mechanical and electrical systems and general operations.

### Essential Duties & Responsibilities

- Operate, monitor, repair and maintain the facility's mechanical systems, plumbing, environmental controls, emergency power, electrical, HVAC and lighting systems as required for the safe and efficient operation of the facility.
- Maintain and repair facility equipment such as ice machines, commercial electrical systems and pneumatic devices.
- Follow the preventive maintenance program, energy management program, and standard operating procedures for all machinery and equipment.
- Perform repairs and maintenance tasks such as painting, wall repair, patching, re-lamping, replacing ceiling tiles, filters and belts or other items not mentioned as required.
- Record and log all work performed, complete work order slips and compile all required reports in a timely and complete manner.
- Assist other Operation Department divisions to expedite event conversions as needed.
- Promote a safe working environment for all employees by following the life safety and emergency program as needed.
- Read and interpret performance charts and control panels to evaluate the efficiency of each system.
- Respond to routine, precautionary and emergency alarms from building automation and life safety systems.
- Work extended and/or irregular hours including nights, weekends and holidays as needed.
- Other duties as assigned.

### Supervisory Responsibilities

- None

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

- High school diploma or G.E.D.
- Class II EPA Certification preferred.
- Some technical support school or advanced electrical or refrigeration courses preferred.
- Three (3) years full-time experience at a facility; or equivalent combination of education and experience.

### Certificates, Licenses, Registrations

Building Engineer

09.22.20



- Possess any licenses, certificates or training required by local, state or national authorities for the operation of the equipment found in the facility.

#### **Skills and Abilities**

- Understand the methods, principles and practices required for the operation and maintenance of the mechanical and electrical systems. Properly use and care of all equipment needed to perform required duties.
- Be familiar with operational procedures, facility capabilities, industry terminology, event-related services and technical requirements for the types of events anticipated at the facility.
- Know repair techniques in plumbing, electrical wiring and ventilating systems to be able to assist or carry out repairs as needed.
- Have basic understanding of door hardware, locks, key machine, door closers, etc.
- Read and comprehend blueprints, drawings and other related materials.
- Follow and adhere to all safety precautions, building codes, rules, regulations, risk management and emergency procedures.
- Operate equipment such as light trucks, pallet jacks, forklifts, boom lifts, scissor lifts, scrubbing machines or other light power driven equipment.
- Operate monitoring controls.
- Follow oral and written instructions and communicate effectively with others in both oral and written form.
- Organize and prioritize work to meet deadlines.
- Work effectively under pressure and/or stringent schedule and produce accurate results.
- Work independently, exercising judgment and initiative.
- Maintain an effective working relationship with clients, employees, exhibitors, patrons and others encountered in the course of employment.
- Be licensed and insured to operate a motor vehicle in the United States.
- Remain flexible and adjust to situations as they occur.

#### **Computer Skills**

- Operate a personal computer using Windows, Office and other standard office equipment.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours; talk and hear.
- This position may require work inside or outside of the building, as needed.
- Meet the physical demands of this job, which include being able to get in and around the facility (requires personal mobility), lifting, bending, carrying, moving, climbing, working from various heights, working in tight spaces and moderate to loud noises.
- May occasionally have to enter areas where fumes, airborne particles and toxic or caustic chemicals are present.
- The employee must occasionally lift and/or move up to 50 pounds.

**NOTE:** The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.



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